



PO Box 675 • 61750 Chollita Road • Joshua Tree CA 92252  
Phone (760) 366-8438 • Fax (760) 366-9528 • [www.jbwd.com](http://www.jbwd.com)  
An Equal Opportunity Provider

JOSHUA BASIN WATER DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY AUGUST 1, 2012 7:00 PM  
61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT: At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.  
During either "Public Comment" Item, please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Board. The District is interested and appreciates your comments. A 3-minute time limit may be imposed. Thank you.
6. CONSENT CALENDAR: Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.  

Schedule a Special Board Meeting for Wednesday, August 8, 2012
7. PRESENTATION OF SEMS SOFTWARE  
Information only.
8. CONSIDERATION OF CREDIT FOR CUSTOMER METER  
Recommend that the Board authorize waiver of the Basic Facilities Charge of \$3,608 and the Meter Installation Fee of \$1,603 for property 0608-012-04; or require the fees to be paid.
9. WATER BILL FORMATTING CHANGES  
Recommend that the Board authorize programming changes at an estimated one-time cost of \$7,000 plus ongoing support costs of \$1,250 per year.
10. COMMITTEE REPORTS
  - A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long: Kathleen Radnich, Public Outreach Consultant to report
  - B. AD HOC GENERAL MANAGER CONTRACT NEGOTIATION COMMITTEE: President Reynolds and Director Long:
  - C. AD HOC STRATEGIC PLAN COMMITTEE: Director Coate and Director Long

Pg. 3

Pg. 4

Pg. 5-6

D. AD HOC UTILITY SERVICES CONTRACT COMMITTEE: Director Coate and Director Long

E. AD HOC RECHARGE COMMITTEE: Director Long and Director Coate

F. AD HOC ENGINEERING COMMITTEE: Director Coate and Director Long

11. PUBLIC COMMENT

At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.

12. GENERAL MANAGER REPORT

13. DISTRICT GENERAL COUNSEL REPORT

14. FUTURE AGENDA ITEMS

15. DIRECTORS COMMENTS/REPORTS

16. CLOSED SESSION

A. At this time the Board will go into closed session pursuant to Government Code Section 54957.6 in order for the Board to consult with and instruct the Board's Ad Hoc Negotiation Committee (Mike Reynolds and Bill Long), which is acting as the Board's designated representative and is charged with the responsibility of negotiating a new Employment Agreement with the District's General Manager.

B. At this time the Board will go into closed session pursuant to Government Code Section 54956.8, Conference with Real Property Negotiator regarding price and terms. District negotiator: Joe Guzzetta. APN 603-231-14; negotiator, Barbara Moreland.

17. ADJOURNMENT

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

*This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on August 8 at 7:00 pm and August 15 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library.*

JOSHUA BASIN WATER DISTRICT  
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

August 1, 2012

To: President and Board of Directors  
From: Susan Greer

---

TOPIC: CONSENT CALENDAR  
Special Meeting Required on August 8 to set ID#2 Tax Rate

RECOMMENDATION: Call for Special Meeting on August 8, 2012

ANALYSIS: The District is required to set the ID#2 tax rate annually, based on the assessed values provided by the County of San Bernardino Tax Collector.

As always, the County is crunching at the last minute to finalize the tax roll values and we are held up until that process is complete. We have been advised that our tax rate calculation is due to the County the week of August 6<sup>th</sup> and we are also likely not to receive the values until that same week, giving us a very small window in which to set the tax rate. If we don't meet the County's requirements, the taxes will not be collected to pay the debt service of \$122,000. The August 1 meeting date is too early and the August 15<sup>th</sup> meeting date is too late to set the tax rate, so a Special Meeting is required.

The good news is that this time crunch will only be a factor for a few more years, until the ID#2 bonds are paid off in 2015.

FISCAL IMPACT: Special Meeting stipends for Board of Directors.

JOSHUA BASIN WATER DISTRICT

Regular Meeting of the Board of Directors

Report to: President and Members of the Board  
From: Keith Faul, GIS Coordinator



TOPIC: CONSIDERATION OF CREDIT FOR CUSTOMER METER - LAMB

RECOMMENDATION: That the Board authorize waiver of the Basic Facilities Charge of \$3,608 and the Meter Installation Fee of \$1,603 for property 0608-012-04. Alternatively the Board could require the fees to be paid.

ANALYSIS: Mr. Lamb made multiple calls before purchasing this property to inquire about water to the parcel. Due to an error in the file that took place before 1995, he was incorrectly told that the property had a water meter. He used this information for the determination of purchasing the property.

While investigating the situation staff found that parcel 0608-012-05 has incorrectly been listed as 0608-012-04 in the District's records. Parcel 04 also showed having a paid meter. This error is documented as far back as 1995. Staff has not been able to determine how the error originated. Once the error was brought to staff's attention it was corrected and staff has initiated steps to reduce the possibility of this type of error occurring in the future.

Based upon the above information it is staff's recommendation that The above fees be waived. The customer would still be obligated to pay the deposit (if required), the account set up fee, and the sewer capacity fee.

Alternatively, the Board could uphold the requirement for the water connection fees to be paid. Staff error does not technically prevent the District from applying the fee.

JOSHUA BASIN WATER DISTRICT  
SUPPLEMENTAL DATA SHEET

Regular Meeting of the Board of Directors

August 1, 2012

To: President and Board of Directors

From: Susan Greer, as requested by Public Information Committee



TOPIC: Water Bill Formatting Changes

RECOMMENDATION: Authorize programming changes at an estimated one-time cost of \$7,000 plus ongoing support costs of \$1,250 per year

ANALYSIS: In an effort to provide important conservation information and improve transparency, the Public Information Committee has suggested several changes to the current water bill format. The modifications will involve one-time programming changes at an estimated cost of \$7,000, plus \$1,250 per year ongoing costs. There is no funding for the project in the current budget.

Recommended changes include providing detailed information about the water billing tiers. This information will assist in our conservation efforts by showing customers that the more they use, the more they pay for each unit of water. See a 'before and after' example of how the bill will look below, for a customer that uses 20 units of water:

Before		After	
Basic Fee	\$23.82	Basic Fee	\$23.82
Water Usage	46.55	Tier 1- 5 units @ \$2.14 =	10.70
		Tier 2- 15 units @ \$2.39 =	35.85
Total	\$70.37	Total	\$70.37

In addition to the water tier information, a graph showing historical water consumption will replace the current *number* of units used. As they say, a picture is worth a thousand words, and the graph should help customers understand their water consumption over time more easily.

Lastly, we want to include more detailed information related to billing adjustments on the bill. Adjustments are miscellaneous charges, such as returned check charges, tag or letter fees and

cut-off charges, which are added to accounts as situations occur throughout the month. The current software ages any adjustments added to customer accounts when the new bills are calculated at the end of the month, considering them past due at that point. The adjustments are then added together, along with any other balance due into one total on the bill, labeled "previous balance." The detailed information about the adjustments never appears on the customer bill, although letters and other communication are provided to customers as adjustments are added to their accounts. This is not as transparent as it could be and often results in questions from customers.

Programming changes will need to be made by both Incode, our utility billing software provider and by Precision, our bill printing/ mailing service. We have a \$5,000 quote from Incode for the programming. Costs are *estimated* at \$2,000 from Precision, based on the last changes made to the bill. They can't provide a firm quote until they have the changes from Incode in hand. In addition, the custom programming must be supported by Incode and that cost is \$1,250 on an annual basis. These programming changes to the existing software will be incorporated into the Incode Version X upgrade (that we have ordered and are on the waiting list until 2014 to receive) at no additional charge, other than ongoing support.

**FISCAL IMPACT:** One-time estimated charge of \$7,000. Ongoing support costs of \$1,250 per year. Funding from 12/13 budget net revenues.